

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Date: 5/22/26

Time: 1200

Location: Bivens

Date of Next Meeting: 6/26/26 at 12pm followed by peer training file reviews

Attendance: Jessica Bechtold, Erin Andres, Christina Hastings, Malveria Carter

Absent: Elizabeth Paz

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic: Budget

Discussion: Please monitor hours to ensure schedule does not go into OT. Pending budget. Hand in all fiscal items before the end of June.

Outcome, Actions, Timeframe: **Pending**

B. Marketing and Business Development

1. Sub-topic: Outreach and Productivity

Discussion: Discussed May outreach efforts (East Newberry Archery, Tracey Walker SOC, South West Advocacy Group) (See Pgm Report and outreach binder for full list).

Outcome, Actions, Timeframe: **Pending**

2. Sub-topic: Groups

Discussion: The team called SWAG to coordinate schedules. Swag agreed to supply families with bus passes for 1 group session that is held here at CDS. A second intake event is scheduled for 6-6-26 from 10-2.

Outcome, Actions, Timeframe: **Pending**

C. Regulatory Issues

1. Sub-topic: Q4 Peer reviews

Discussion: Held on 5/22/2026.

Outcome, Actions, Timeframe: **Complete**

2. Sub-topic: Supervision

Discussion: Jess and the team scheduled individual supervision for the upcoming weeks.

Outcome, Actions, Timeframe: **Completed**

3. Sub-topic: Productivity

Discussion: Reviewed current productivity. Jess reminded the team to continue to communicate about outreach, productivity needs and plans. Discussed the importance of getting as many intakes as we can up to the end of June as to is the end of the FY.

Outcome, Actions, Timeframe: **Complete**

4. Sub-topic: Clarity

Discussion: Continue to submit releases to Liz for entry.

Outcome, Actions, Timeframe: **Ongoing**

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: JJIS

Discussion: Liz Paz completed JJIS training and will now be looking up participant status in JJIS for each screening.

Outcome, Actions, Timeframe: **Ongoing**

2. Sub-topic: Training peer review

Discussion: Scheduled for June 19th, 2026 at 12pm.

Outcome, Actions, Timeframe: **Ongoing**

E. Annual Budget Planning and Process

1. *Sub-topic:*

Discussion: See in budget

Outcome, Actions, Timeframe: Ongoing

II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

1. *Sub-topic:* **Drill / Med kits 2026**

Discussion: Drill and maintenance log scheduled for 5-21-26. Medical Kits partially completed 4/23/26. Liz to complete the full tally of the med kits per CARF standards. On 4/23/26, Jessica provided Liz with an excel work sheet that is formulated to auto calculate when filling out each column. Pending completion.

Outcome, Actions, Timeframe: **Pending**

B. Self-Inspections (Reports, analysis, and recommendations)

2. *Sub-topic:* **Pest control**

Discussion: See Cins Minutes

Outcome, Actions, Timeframe: **Complete**

C. Incident Reports (Reports, analysis of trends, recommendations)

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

1. *Sub-topic:* **Documentation**

Discussion: Ensure all 30, 60,90-day reviews are done in a timely manner, all signatures and attempts completed by the due date and all initial chart review/plan reviews handed in within the first 7 days of intake. Please ensure you are obtaining school attendance records at least monthly, obtaining supportive documentation for attempted reviews, and report outcomes appropriately.

2. *Sub-topic:* **Suspension Reductions**

Discussion: Tracking forms: Discussed Diversion release forms and the importance of school feedback (with proper release).

Outcome, Actions, Timeframe: **Required for fidelity**

3. *Sub-topic:* **NetMis**

Discussion: Tracking forms: Discussed options for efficient documentation scheduling (right after session or end of day)

Outcome, Actions, Timeframe: **Required for fidelity**

B. Outcome Management (status, reports, recommendations)

1. *Sub-topic:* **Nirvana**

Discussion: Please document all wins and successes no matter how small for accurate outcome measuring in Nirvana.

Outcome, Actions, Timeframe: **Ongoing**

C. Accreditation and Regulatory Requirements

1. *Sub-topic* **Policy and updates**

Discussion: Please continue to review newest FI Ntwk Policy (given additional highlights during staff meeting).. Please review all updated CDS policies including but not limited to Incident reporting, risk management, disaster preparedness, complaint and grievance, participant/ staff interactions, do's and don'ts (p-1127). Team completed the FAC 26-27 Strategic plan and discussed the need to be audit ready at all times.

Outcome, Actions, Timeframe: **Ongoing**

D. Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting:

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic: Expenditures

Discussion: Please continue to be as conservative as possible until we have Comptroller hired and a new Directors Budget in place.

Outcome, Actions, Timeframe:

B. Marketing and Business Development

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

C. Regulatory Issues

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. Sub-topic: Staff Promotions

Discussion: Congratulation to Naomi Thompson (IYP-C Res. Supervisor) and Latoya Robinson (IYP-E Regional Director)

Outcome, Actions, Timeframe:

2. Sub-topic: Training Updates (Naomi)

Discussion: New training log to be distributed at June EMT/CINS meeting.

Outcome, Actions, Timeframe: **Please review staff training files to ensure all training requirements have been met by end of June.**

E. Annual Budget Planning and Process

1. Sub-topic: Cost Savings Ideas

Discussion: No discussion

Outcome, Actions, Timeframe: Jess Submitted on 5/20/26

II. Health and Safety: Program/Regional Directors

A. External Inspections

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

B. Self-Inspections (Reports, analysis, and recommendations)

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

C. Incident Reports (Reports, analysis of trends, recommendations)

1. Sub-topic: Trends Reported (Alex) Handout

Discussion: Cindy provided policies related to px. supervision and discussed recent concerns surrounding appropriate supervision of staff.

Outcome, Actions, Timeframe:

III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

1. Sub-topic:

Discussion: No discussion.

Outcome, Actions, Timeframe:

2. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

B. Outcome Management (status, reports, recommendations)

1. *Sub-topic: Review of Florida Network and CDS Performance Packets*

Discussion:

Outcome, Actions, Timeframe:

C. Accreditation and Regulatory Requirements

1. *Sub-topic: CARF April 2027*

Discussion: We will begin reviewing our plans and updating as appropriate.

Outcome, Actions, Timeframe:

D. Policy and Procedure Updates and/or Review

1. *Sub-topic: Policy/Forms Updates*

Discussion:

Outcome, Actions, Timeframe: Please let your staff know when Sam sends notices of policy/forms updates.

2. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

E. Participant Complaint and Grievance (specific and quarterly review of trends)

1. *Sub-topic: Px grievances in programs. (Alex)*

Discussion: Remember to check the boxes daily and document in logbook. Policy Handout.

*Outcome, Actions, Timeframe: **Please ensure that all grievances are resolved in a timely manner and move the grievance up the chain of command if without resolution.** Please review these policies and items with staff at next staff meeting. (p1105, P1127, p1126).*

F. Planning Documents (reports, status of goals and objectives, reformulation)

1. *Sub-topic: Strategic Plan*

Discussion: Handout

*Outcome, Actions, Timeframe: **Please meet with your teams and provide feedback at next EMT meeting on June 17. Be prepared to discuss implementation of goals for FY26-27. (FAC Completed on 5/22/26 during staff meeting)***

2. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

3. *Sub-topic: Cultural Competence Plan*

Discussion: No discussion

Outcome, Actions, Timeframe:

4. *Sub-topic: Input Plan*

Discussion: No discussion

Outcome, Actions, Timeframe:

5. *Sub-topic: Community Relations plan*

Discussion: No discussion

Outcome, Actions, Timeframe:

IV. Risk Management

A. Risk Management Plan (exposure to loss)

1. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

B. Employee Concerns or Complaints

1. *Sub-topic:* Bivens building had issues recently with millipedes inside the building.

Discussion: Jess is getting quotes from other pest companies to ensure we are getting great service at the best price. Is everyone currently using Florida Pest?

Outcome, Actions, Timeframe: Florida Pest treated our interior and exterior. Noted that it is that time of year and others are seeing them too. (Jessica sent final quotes to PJ and Cindy on Wednesday, 5/20/26).

C. Potential regulatory audits and/or investigation of operations

1. *Sub-topic:* Basic Center Grant Audit

Discussion: Scan the entire file except the health screening. Make sure you have completed the aftercare plan in the discharge summary or in the case notes during last meeting. Check the screening to make sure we have documented the youth's status as runaway, throwaway or homeless. Cindy reviewed the issues that can qualify a youth as homeless.

Outcome, Actions, Timeframe: **Please send the scanned files to Cindy by Monday, May 25th. (Up to current day, Family Action has not been required to provide aftercare but instead exit care however many of the services can be considered both).** Jess submitted both selected charts to Cindy on 5/15/26.

V. Information Technology

A. Technology Plan

1. *Sub-topic:* IT issues

Discussion: **Plan to have Zach complete training next month at EMT**

Outcome, Actions, Timeframe:

VI. Clinical/Program

A. Medical and Medication Issues

1. *Sub-topic:* RN needed ASAP in Lake City- Vacant since 3/2/26

Discussion: Please forward any information to Brandi that could help in finding a RN.

Outcome, Actions, Timeframe: **Please ask Gainesville RN if she knows anyone who may be interested. Brandi is contacting local colleges.**

B. Counseling and Programming Issues

1. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

2. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

3. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

4. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* Program Updates or Questions, concerns?

Discussion: No discussion

IV. Risk Management

A. Risk Management Plan (exposure to loss)

1. **Sub-topic: 26-27 Network Policy update packet and risk management report**

Discussion: Distributed to team

Outcome, Actions, Timeframe: **Reviewed on 5/21 and 5/22/26**

B. Employee Concerns or Complaints

1. **Sub-topic: Productivity**

Discussion: See above

Outcome, Actions, Timeframe: **Ongoing**

C. Potential regulatory audits and/or investigation of operations

1. **Sub-topic:**

Discussion: See above

Outcome, Actions, Timeframe:

V. Information Technology

A. Technology Plan FYI

1. **Sub-topic: Bivens FAX/email/**

Discussion: An issue has been identified with fax reception and email search efficacy. Send/receive testing using a test number confirmed difficulty receiving incoming faxes. Recently, an outside professional tried to send a fax via the Bivens line. The machine declined request to send and CDS never received any transmission. Zach is currently working to diagnose and resolve the ongoing issue. Challenges in email search functions are pending. Awaiting possible microphone for jingle.

Outcome, Actions, Timeframe: **Pending**

VI. Clinical/Program FYI

A. Medical and Medication Issues

1. **Sub-topic:**

Discussion: No Discussion

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

Sub-topic: Documentation and entry

Discussion: Documentation due within 24-48 hours. Data entry due within 72 hrs. Please call an LMHC immediately if px flags on suicide risk to discuss further.

Outcome, Actions, Timeframe: **Ongoing**

VII. Other Business:

1. **Sub-topic: Truancy Court**

Discussion: No Truancy Court for the month of May.

Outcome, Actions, Timeframe: **Ongoing**

2. **Sub-topic: Case Staffing**

Discussion: Jess emailed committee notifying that there are no Case Staffing's for the month of May.

Outcome, Actions, Timeframe: **Ongoing notifications**

3. **Sub-topic: JJC**

Discussion: No JJC meeting invitations received for the month of May, 2026.

Outcome, Actions, Timeframe: **Ongoing notifications**

4. **Sub-topic: Time off**

Discussion: Please remember to follow agency policy regarding leave requests and call outs. Please use vacation request forms when requesting vacation leave in addition to

submitting into paylocity and clock out in paylocity for lengthy breaks. Patterns of unsupported, extended or last minute leave may require follow up documentation. In addition please remember that all personal holidays must be used in full by the end of the year.

Outcome, Actions, Timeframe: **Ongoing**

5. *Sub-topic:* **Scheduling meeting**

Discussion: Intake Coordination, Collaboration and scheduling meeting on 6/1/26 at 930.

Outcome, Actions, Timeframe: **Pending**

Jessica Bechtold

5/22/26